



# Nonprofit Access Grant Application and Grant System Overview

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## Agenda

- Nonprofit Access Grant Program
- Eligibility Requirements
- PSC Grants System
- Matching Funds Requirement
- Additional Grant Application Information
- Questions

# Nonprofit Access Grant Program



- Created to provide funding for programs or projects that facilitate affordable access to telecommunications, including internet
- Apply for up to 75% funding of projects
- Projects must assist low income households or people with disabilities or customers with relatively high costs of services
- The Commission may award up to \$500,000 in grants under this program on a fiscal year basis
- The planned performance period for this grant is July 1, 2022 – June 30, 2023

## Eligibility & Merit



- Applicant must be a nonprofit group (defined as an [IRS § 501\(c\)\(3\)](#) organization).
- Project meets at least one of the purposes of the Universal Service Fund (USF)
- Project must describe a public need that is not currently met
- Project must identify realistic, measurable goals or outcomes



# PSC Grants System

Getting Started - Applicants



## PSC Grants System - Overview

### What to know

- New system for submitting grant applications, managing projects
  - Grant Applications MUST be submitted via this system to be considered for funding
- URL: <https://apps.psc.wi.gov/apps/grants>
- Works with Electronic Records Filing system (ERF)

# PSC Grants System – Create Account



## What to know


- PSC Grants System users must also have an account on the PSC's ERF system.

## Three Steps

1. Navigate to Login page: <https://apps.psc.wi.gov/apps/grants>
  - a) If you have an ERF account, follow the link to validate your ERF Account.
  - b) If you do not have an ERF account, follow the link to create an ERF Account, then return to the login page and follow the link to validate your ERF Account.
2. Validate your ERF account
3. Register as new user to PSC Grants System

# PSC Grants System – Step 1





## Grants System


**New Users**  
Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System.  
**Step 1 :** If you do not already have an ERF Login and Password you must first [create an ERF account](#).  
**Step 2 :** Once you have your ERF account, validate your ERF account details in the [Grant System validation screen](#).  
**Step 3 :** Once you have completed the validation step you will be prompted to create your Grants System account.

## Login

Email

Password

☐ Remember me?


☐ I'm not a robot
 

[Log in](#)

[Forgot Password](#)

## PSC Grants System – Step 2





Please enter your ERF account Login Id and Password to verify.


Login Id \*

Password \*

[Validate](#)

## PSC Grants System – Step 3





**User Registration**

First Name

Last Name

Email Address

Password

Confirm Password

ERF User Id 7441

[Register](#)

[Forgot Password?](#)  
[Already have an account? Login!](#)

**Password must contain at least:**

- 12 characters.
- 1 uppercase letter (A-Z).
- 1 lowercase letter (a-z).
- 1 special character.
- 1 number (0-9).



# PSC Grants System – Home Page

**Available Grants**

Grant Type	Grant Name	Year	Funds Available	Docket	Application Start Date	Application Due Date	Status
USF - Telemedicine	2022 Telemedicine Grant	2022	\$500,000.00	5-TF-2020	10/22/2021	11/05/2021 12:00 AM	<a href="#">APPLY</a>

**My Grant Applications**

Grant Type	Grant Name	Project Name	Applicant Name	Status	Submitted Date
USF - Telemedicine	2022 Telemedicine Grant	<a href="#">test user manual</a>	Test User Manual	Submitted	10/27/2021 09:20 AM
USF - Telemedicine	2022 Telemedicine Grant	<a href="#">test 2 - digital App</a>	Nonprofit Hospital of NW Wisconsin	<a href="#">Active</a>	

**My Grant Projects**

Grant Name	Project Name	Applicant Name
2022 Telemedicine Grant	<a href="#">test user manual</a>	Test User Manual



# PSC Grants System – Application Pages



Eight Pages – organized as tabs

1. Details
2. Contacts
3. Contributions
4. Communities
5. Budget
6. Narrative
7. Upload
8. Submit



## PSC Grants System – Details Page

### Grant Application Details

- High level application details
- Project Name, Description
- Amount requested, contributions and total project cost (calculated)

Grant Application Details

Grant Id \* 31

Grant Name CLONE OF 2022 Telemedicine Grant

Docket Id 5-TF-2020

Project Name \*

Project Description \*

Grant Amount Requested

Recipient & Partner Contributions

Total Project Cost

Grant Applicant Details

The grant applicant is the party who will receive the actual money

Applicant Type \* --Select--



## PSC Grants System – Details Page

### Grant Applicant Details

- Applicant Type
- Entity Legal Name, DBA
- Contact info
- Tax ID, Federal ID (FEIN, DUNS, CAGE, NAIC options)

Grant Applicant Details

The grant applicant is the party who will receive the actual money

Applicant Type \* --Select--

Applicant Entity Legal Name \*

Applicant DBA Name

Applicant Address \*

Applicant City \*

Applicant State \* --Select--

Applicant Zip Code \*

Applicant Phone # \*

Applicant Phone # Ext.

Applicant Email Address \*

Applicant FEIN # \*

[Back to Application Setup](#)



## PSC Grants System – Contacts Page

- Can add multiple contacts to an application
- One 'Primary' contact type required



## PSC Grants System – Contributions Page

- Can add multiple contributors to account for match
- Description allows you to add notes regarding contribution





## PSC Grants System – Budget Page

- Add amounts for Budget categories
- Include Grant Funded and Contribution Funded amounts



## PSC Grants System – Communities Page

- Add County and Municipality
- Statewide option exists
- Exploring a way to include tribal communities



## PSC Grants System – Narrative Page

- Can include multiple pages of questions
- Can require narrative, yes/no or numerical answers
- Character limits on all fields
- Not possible to copy/paste formatting or images

Grant Questions

Page 1 of 7

The narrative question box can be expanded by dragging the lower right hand corner of the box.

1 Briefly describe the applicant organization(s) mission, history, geographic service area and capacity related to the project outcomes.

Remaining Characters: 3000

2 Define the specific need or problem that is currently not being met.

Remaining Characters: 3000

3 Describe the population served by the proposed project, including detail about rural and underserved populations, and/or people with disabilities.

Remaining Characters: 3000

Save any changes before navigating to different page.

1 2 3 4 5 6 7 Next Last



## PSC Grants System – Uploads Page

- Attachments to application can be uploaded here
- Attachments can be confidential if they meet the state statute requirements
- No, you cannot file your application confidentially as an attachment 😊

Upload Documents

Upload Public Document Upload Confidential Document

Grant Applications are public documents and are searchable on the State of Wisconsin's Electronic Records Filing System. If you wish to add a document that is confidential you must also file an affidavit and a redacted copy. Accepting a confidential document is at the discretion of PSC staff and is not guaranteed.

The maximum file size for a single file is 4MB. You can submit up to 10 files at a time.

These documents have been uploaded but not submitted. These documents will be submitted when the application is submitted.

Pending Documents

Document Name	Document Description	Uploaded Date
No items to display		



## PSC Grants System – Submit Page

- Validate first, then Submit
- System will check required fields and list errors
- Once errors corrected, you can Submit
- On Submit the application and all attachments submitted to ERF simultaneously
- User will receive confirmation

Grant Type: Broadband | Grant Name: Alex UAT Test 1 | Grant Year: 2021 | Project: Alex test grant

Details Contributions Communities Budget Narrative Upload Submit

**Validate Application**

If required fields are not completed errors will appear on this page when you click "Validate Application". Please correct all errors that appear on this page and validate again when ready. If there are no validation errors "Submit Application" button will appear and the application can be submitted.

**Validation Errors**

Section Name	Validation Message
Section: 2: Contact Tab	Missing primary contact - At least one "Primary" contact, is required.

1 - 1 of 1 Items



## Matching / Contributions Funds Requirement

- 25% match funds required towards **total** project cost.
  - Correct match: Grant request: \$15,000, Match funds: \$5,000 = Total project budget: \$20,000
  - Incorrect match: Grant request: \$20,000, Match Funds: \$5,000 = Total project budget \$25,000
- Match funds may be cash or in-kind contributions
- Match funds may not be; items purchased with USF grant dollars from prior years, used to meet the grant match requirement for more than one USF grant cycle, used to meet match requirement for other non-USF grant applications
- Rent for general administrative purposes may not be included as a grant funded expense; however, it can be included as a contribution funded in-kind cost for matching purposes.



## More information

- [Nonprofit Grant Program Application Packet](#)
- Commission review and selection process
- Review past grant proposals under dockets [5-NF-2020](#) and [5-NF-2021](#)
- Grant applications due **Tuesday, March 1, 2022 by 4:00 pm CT.**
- The PSC Grants System is new, we are here to help!



## Contact Information

### **Laura Fay**

Universal Service Fund and Digital Equity Manager

Email: [Laura2.Fay@wisconsin.gov](mailto:Laura2.Fay@wisconsin.gov)

Web: <https://psc.wi.gov/Pages/Programs/NonProfitGrants.aspx>

For questions concerning the Commission's PSC Grants System

### **Alex Fortney**

IT Product Owner and Program Manager

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Questions?